

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1702

FLSA: Exempt

**CLASSIFICATION TITLE: DIRECTOR, PLANNING
ADMINISTRATION**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop and manage the work program and budget for the Regional Planning Agency (RPA), to include coordinating work program and project activities among all RPA department heads and staff, monitoring progress in all areas of work program, ensuring conformance of expenditures with approved budget, making administrative decisions in absence of Executive Director, designing/developing new land use regulations, and serving as legal/technical liaison for RPA with public agency attorneys and public bodies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; conducts or coordinates staff training.

Coordinates daily work activities; organizes, prioritizes, and assigns work; schedules and coordinates staff projects and functional activities; conducts staff meetings; monitors status of work in progress and inspects completed work; reviews and edits documentation prepared by staff; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Executive Director, City Council, County Commission, agency staff, legal staff, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Makes administrative and executive decisions in absence of Executive Director.

Oversees design, development, and implementation of work program for Regional Planning Agency (RPA); directs development and refinement of comprehensive long-range plans; coordinates work program and project activities among all RPA department heads, including Comprehensive Planning, Current Planning & Operations, Information Services, Graphics, and Transportation staff; promotes cooperative efforts among RPA team members; monitors progress of projects and programs for inter-departmental personnel and outside agencies.

Develops and implements budget for area of assignment; monitors and approves planning expenditures to ensure compliance with approved budget; manages financial assets relating to staff functions and activities.

Develops, updates, and implements policies and procedures pertaining to area of assignment; develops and/or updates personnel policies and procedures; ensures all employees are apprised of changes in policies.

Compiles and/or monitors various administrative, demographic, or statistical data relating to planning projects; analyzes data and identifies trends; makes forecasts and recommendations for upcoming years utilizing historical data; prepares reports and spreadsheets for management and City officials as needed; submits data to City/County budget hearings for approval/review.

Serves as agency's legal liaison regarding planning administration issues; consults with attorneys and with local government staff/boards; serves as expert witness for local government during litigation; answers questions and provides information as needed; assists with litigation regarding zoning, annexation, subdivisions, floods, and other planning-related areas.

Interacts with land developers, realtors, citizens, citizen groups, boards, and local/state/federal legislators and agencies; prepares and presents oral and written presentations relating to land use; answers questions and provides information/advice to individuals; responds to requests for technical information from public officials and the general public.

Develops subdivision and zoning regulations; designs new land use legislation; complies with applicable federal, state, and local rules and regulations; monitors changes in legislation; researches and prepares revisions to ordinances and regulations.

Reviews zoning and subdivision cases, Board of Appeals cases, and land planning designs for land development; reviews for accuracy and completeness, applies appropriate regulations, and makes recommendations; attends review meetings for zoning and subdivision development; serves as technical expert to Board of appeals; provides legal counsel/advice.

Serves as technical planning expert for redevelopment of a local federal installation.

Provides administrative approval and signature authority for subdivision plats prior to recording.

Writes requests for quotations and requests for proposals; interviews consultants regarding various planning activities.

Performs administrative tasks; maintains current status of agency planning activities; reviews and edits correspondence and reports prepared by assigned staff; reviews and approves invoices; approves time sheets and leave requests.

Conducts research of laws/regulations, trade publications, files, maps, Internet sites, electronic data sources, hardcopy materials, or other sources as needed.

Prepares, composes, and/or completes various forms, reports, correspondence, performance evaluations, budget documents, work program, subdivision and zoning regulation amendments, site plan reviews, technical reports, presentation materials, or other documents; reviews for accuracy and completeness.

Receives various forms, reports, correspondence, time sheets, leave requests, job applications, division work program, budget documents, expenditure requests, invoices, zoning ordinance amendments, Board of Zoning Appeal cases, liquor store case reviews, adult-oriented establishment cases, special projects reports/plans, statistical data, publications, professional literature, legal bulletins, regulations, ordinances, policies, procedures, maps, plats, drawings, zoning digest, manuals, reference materials, guidelines, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, camera, blueprint copier, general office equipment, drafting instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, e-mail, Internet, or other computer programs.

Communicates with supervisor, employees, other departments, City officials, other municipalities, committees/task force members, legal staff, property owners, developers, realtors, consultants, the public, outside agencies, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed; serves on various task forces relating to special projects; delivers informal and formal presentations to various groups, boards, and organizations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of legislative changes and new trends and advances in the profession; reads professional literature; monitors changes in legislation; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate; communicates new information to staff members.

ADDITIONAL FUNCTIONS

Reviews proposed liquor store sites within the City for compliance with adopted ordinances; forwards recommendations to City Treasurer's Office and City Council.

Reviews proposed locations of adult-oriented establishments for compliance with adopted ordinances and provides reports to Board of Appeals.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Urban Planning or related field, with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) years previous experience and/or training that includes urban planning, urban design, regional planning agency program coordination, budget administration, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and

operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: August, 2001